

DRAFT

Sample Policy Smoke-Free Buildings

Purpose of Policy

It is the philosophy of (ABC Company) to provide its employees with a work environment that offers the opportunity and resources to optimize their personal health and well being. Since Environmental Tobacco Smoke (ETS) has been declared to be a Group A (known human) carcinogen and since it causes 53,000 deaths annually in nonsmokers, it is this company's intent that all facilities maintain a smoke-free environment.

Extent of Policy

The smoke-free policy will apply to all facilities owned or leased by this company and to all company owned/leased vehicles. Smoking is permitted on company grounds provided that it occurs beyond 50 feet of any building entrance or in the external designated smoking areas. Employees who choose to smoke within the permitted areas must do so on their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. Each employee is expected to abide by the terms of the Smoke-Free Workplace Policy, both during and after working hours. This policy applies to all visitors as well.

Implementation

All employees will receive copies of the policy. Company will provide appropriate smoking cessation resources to interested employees.

Supervisory Responsibility

Although the policy requires the cooperation of the entire company, management and supervisory staff will be responsible for ongoing compliance with the Smoke-Free Workplace Policy within their work areas. They are expected to adhere to standard practices in resolving issues of nonconformance and in maintaining expected levels of productivity within their work groups. Policy violation will result in disciplinary action.

Chief Executive Officer, (date)

"Worksite Tobacco Policy Manual" A Resource Guide for Developing Smoke-free worksites.
Project ASSIST Website.